

How does the Course History feature work?

Arizona Board of Occupational Therapy

Use your Course History to track your courses and store certificates

The **Basic**, **Professional** and **Concierge** Accounts include your **Course History**, which lists all of the courses reported for you or reported by you.

You will be able to clearly see:

- Course name
- Date of completion
- Number of hours
- Educational provider name
- License number.

If your account includes multiple licenses, there will be a column that will include the license number in which a particular course was reported to. For example, if you took a course that only gives credit for your medical license, only your medical license will be listed next to that course.

The **Course History** immediately notifies you whether a course is not counting towards your continuing education. A warning message will display in an event where the course was not approved at the time of completion, not approved for your profession, or was taken outside your renewal period.

*Pro tip: You can use the **Course History** as digital storage for your certificates of completion if you have a **Professional** or **Concierge** Account. Any course certificates uploaded will be kept safe, secure and available when you need them. If you ever need proof of completion for an employer or national certification, simply login to CE Broker and click the green check mark to the far right under **Course History** to access the document.*

- **Please note:** There is limited Course History available in the Basic account, and it does not include a link to your certificate of completion.